

ASI Constitution Model



CONSTITUTION MODEL FOR AN ASI CHAPTER OF ANY ASSOCIATION, MISSION, REGION OR ISLAND

ARTICLE 1 – NAME

The organization's name shall be "Adventist-Laypersons' Services and Industries". The initials "ASI" shall represent this Association.

ARTICLE 2 – GOALS

2.1 Spiritual encouragement. Provide a forum for spiritual encouragement, to train the members to imitate Christ in their businesses and professional life.

2.2 Professional Growth. To reinforce the adventist professionals' and businesspersons' gifts and make provisions for their professional growth, by ways of seminars, conferences and appropriate workshops.

2.3 Commercial network. Allow that there be a formal and informal link between the businesspeople and professional adventists, to facilitate the mutual support, the product advertisement and the commercial growth.

2.4 Harmony. Motivate businesspeople and professionals to conduct their activities in complete harmony with the rules and objectives of the Seventh Day Adventist Church, and to maintain harmonious relationships while working in society with the church and its leaders.

2.5 Focus on the mission. Prepare the ASI partners to concentrate on the church's mission, using their spiritual, human and financial resources, individually and collectively, for the proclamation of the Gospel while in the workfield.

ARTICLE 3 – REQUIREMENTS TO BECOME A PARTNER

3.1 Any member in order with the Seventh Day Adventist Church, who operates a business, provides a professional service or operates a support ministry, can become a member of an ASI chapter. Being that ASI is a lay (secular) [laica] organization, its regular partners are limited to persons who do not receive a salary from any organization of the Seventh Day Adventist denomination.

3.2 Partner – organization. Any organization that has at least two full-time employees (including the owner or the person applying), that belongs to or is being handled by Seventh Day Adventist laypersons, can become a member.

3.2.1 The continuity as a partner depends on that the owner or chief executive conducts the organizations' business in harmony with the adventist principles and remains as a member by the rules of the Seventh Day Adventist Church.

3.2.2 The organization must have been in operation for at least six months, previous to the date of application to become a partner of ASI.

3.2.3 The category of partner will be awarded in the name of the organization.

3.3 Professional partner is the category available for any Seventh Day Adventist who is a professional or who occupies an executive position (for example: an ER doctor who works in an emergency room but does not have a private office; a lawyer who is a partner in a law firm but does not practice law independently; or a hospital administrator who works in an institution that does not qualify under the ASI Association.)

3.4 Personal partner is the category that is available for any owner or head boss of an organization that was previously a partner-organization, under Article 3.2, for five years and sells or leaves the organization.

3.5 Honorary partner is the category awarded to any person who, based on his individual contribution to the ASI organization, is selected and approved for such category by the ASI Committee.

3.5.1 The honorary partners cannot be elected to hold any positions in ASI and are not required to pay fees.

3.5.2 During the period that he holds his position, the president of the association/mission, can be awarded the category of honorary partner.

3.6 Elected partner is the category of any individual who has been named by the administrative committee of the association/mission to serve as secretary-treasurer, or as a member of the ASI Committee.

ARTICLE 4 – MEMBER FEES

4.1 The ASI Committee of the Interamerican Division will set an annual fee.

4.2 One third of the fee will remain in the local chapter, one third will be sent to the union chapter and the third part will be remitted to the ASI-DIA. These funds will be primarily used for the publication of its informative bulletin and to celebrate conventions.

4.3 The local chapter will organize its own fund-raising for its projects.

ARTICLE 5 – REQUEST TO BECOME A PARTNER

5.1 The Partner Form should be filled out in writing with the appropriate information and evidence of having the required qualifications, and send it to the secretary-treasurer of ASI of the association/mission/region/island, along with a check that covers the annual fee for the first year.

5.2 Each applicant must provide his pastor the Confidential Information Form, which the pastor must submit to the secretary-treasurer.

5.3 Once the secretary-treasurer receives the application and the recommendation form from the pastor, he will do the following:

5.3.1 Send the application to the ASI Committee of the association/mission/region/island for its approval.

5.3.2 Send a copy of the documents with one third of the fee to the secretary-treasurer of the ASI Union.

5.3.3 Send a copy of the documents with one third of the fee to the secretary-treasurer of the ASI Division.

5.4 Once the documents and fee are received, the secretary-treasurer of ASI-DIA will award the member buttons.

ARTICLE 6 – TERMINATION OF PARTNERSHIP

6.1 The partnership shall be deemed terminated by way of (a) a written petition from the partner, (b) removal from the congregation of his parish, or (c) failure to pay the annual fees.

6.2 After a partner has removed, as per Article 6.1, but wishes to be reincorporated as such, he must apply, once again, to the committee board in order to be reinstated as a partner. The committee will evaluate all the information available regarding the case. If the problems pertaining to the eligibility as a partner to the association have been corrected, the member can, once again, be incorporated in the association through the affirmative votes of two-thirds of the committee board present.

6.3 A partner whose affiliation has been terminated, can apply for his reincorporation as such, following the proceedings stated in Article 5.

ARTICLE 7 – REGULAR REUNIONS

7.1 Regular reunions of the chapter of the association/mission/region/island will be held every two months, in accordance with the decision of its partners.

7.2 Each chapter will prepare a strategic plan and will align its projects in order of importance.

7.3 The activities of the regular reunions will include: strategic planning, project identification, a report on the progress of the projects, spiritual activities and social activities.

ARTICLE 8 – BUSINESS SESSIONS

8.1 The chapter of the association/mission/region/island will celebrate its business sessions every two years. The partners will be notified in writing at least six months in advance to the date of such celebration. The quorum will consist of the number of members present in a business reunion that has been convened with sufficient anticipation, notifying the place and time of the reunion.

8.2 The chapter's special sessions can be convened by the committee board at any time, as long as the purpose of the special session is stated on the notice and it is notified in writing at least six weeks in advance to the date of the celebration.

8.3 The voting members in regular business meetings or those specially convened with the purpose of electing the officials or to discuss other issues before the delegates, must vote in person.

8.4 The voter's categories are as follows:

8.4.1 Organization delegates, all of whom will be organizational delegates.

8.4.2 Professional delegates, all of whom will be professional partners.

8.4.3 Personal delegates, all of whom will be personal partners.

8.4.4 Honorary delegates, all of whom will be honorary members.

8.4.5 General delegates, all of whom will be appointed partners.

ARTICLE 9 – ELECTIONS

9.1 In each biennial session of the local chapter, the Organizing Commission will elect the members of the Appointment Commission and other commissions that have been voted by the session. The appointments will be elected by the delegates in session. The president of the Association/Mission will preside the Organizing Commission.

9.2 The Appointment Commission will elect all the officials in accordance with the provisions of Article 11. The president of the Association/Mission, or his appointee, will be the president of the Appointment Commission.

9.3 All the appointments will be presented to the delegates in session for their approval by majority of votes.

9.4 The small chapters will be able to elect an Appointment Commission and other commissions from the whole [pleno], whereas, the very small chapters will be able to elect their officials from the whole [pleno].

9.5 In the event there is a inaugural reunion, the members may choose to use an appointment commission or choose their directives from the whole [pleno].

ARTICLE 10 – OFFICIALS AND THEIR RESPONSIBILITIES

10.1 The chapter officials will be: president, vice-president(s), secretary-treasurer and others deemed convenient.

10.2 All the officials, with the exception of the secretary-treasurer, will be an employee of the church, who has been recommended by the Committee Board of the Association/Mission and approved by the chapter.

10.3 In the event that the members decide to elect a secretary and a treasurer, one of them must be an employee of the association or mission. This must be done in conjunction with the association or mission.

10.4 The officials will take up office once the biennial session, in which they were elected, has ended, for a two-year period or until their successors have been properly elected and take up office.

10.5 The president is the first official and his responsibilities are:

10.5.1 Give the chapter direction, vision and focus.

10.5.2 Maintain the philosophy and the goals of ASI, while continuing with the objectives and activities.

10.5.3 Promote ASI among the constituents of the Association/Mission/Region/Island.

10.5.4 Participate in the continuous recruitment of partners.

10.5.5 Preside all the committee reunions, the chapter's regular reunions and regular and special sessions.

10.6 The first vice-president will share the president's responsibilities.

10.6.1 Act in the president's name, if he is absent.

10.6.2 In the event of the president's resignation or his incapability to carry-out his position, the first vice-president will carry-out as the president until a president has been appointed.

10.7 The secretary-treasurer will have the following functions:

10.7.1 Promote the philosophy, goals and activities of ASI among the constituents of the Association/Mission/Region/Island.

10.7.2 Guide in the recruitment of partners.

10.7.3 Send copies of the documents and the fees of the new partners to the secretary-treasurer of the Union and the Division.

10.7.4 Send reports regularly to the secretary-treasurer of ASI Union and Division.

10.7.5 Publish the ASI informative bulletin.

10.7.6 Keep a register of the minutes of the administrative board and of the regular sessions and special business sessions.

10.7.7 Notify the members with regards to the regular reunions and the regular sessions and business sessions.

10.7.8 Handle the chapter's finances.

10.7.9 Provide a quarterly financial statement to the directive board.

10.7.10 Provide and audited report to the partners present in the business session.

ARTICLE 11 – ASI DIRECTIVE BOARD

11.1 There will be a directive board that handles the issues of the ASI Chapter. It will be composed by the officials, other members –as necessary- and one or two denominated employees (the treasurer and the laicas activities director should be very beneficial to the board).

11.2 The directive board will meet at least once, quarterly, with the purpose of revising all the chapter's issues and to discuss arising businesses.

11.3 The composition of the directive board will include people of both sexes and of every age.

11.4 The vacancies in the various positions that occur between the regular or business sessions or the vacancies that occur in the board, will be filled by the board.

11.5 The vacancies that occur between regular business sessions or the board, will be filled by the board of the association/mission.

11.6 The president and secretary-treasurer of ASI of the DIA and ASI of the Union are ex-official members of the ASI directive board of the Association/Mission/Region/Island.

11.7 The quorum of the directive board will consist of half of its members plus one.

ARTICLE 12 – FINANCIAL PROCEEDINGS

12.1 All of ASI's funds will remain in a separate bank account. They will not be placed together with the funds of the association/mission and should not appear in the association/mission's financial statement.

12.2 The payments of such funds will require an authorization of the ASI board. They will require two signatures, one of which will be the of the secretary-treasurer.

12.3 The financial statements will be prepared every semester and will be presented to the board.

12.4 The Auditing Service of the General Association will revise all of ASI's funds. Whenever necessary, they will be revised by the auditor of the Association/Mission, under the protection of the Auditing Service of the General Association.

ARTICLE 13 – BUSINESS RELATIONS

13.1 The local Chapter will work in conjunction with the directive board of the association/mission, through his secretary-treasurer, who is the link between the chapter and the association/mission. He will also work in conjunction with the chapter of the Union and the ASI of the Division to promote an effective business network of all the participating organizations, motivate the increase in the number of partners and help ASI to carry-out its mission.

ARTICLE 14 – DISSOLUTION OF THE ASSOCIATION

14.1 n the event that the Chapter of the Adventist-Laypersons' Services and Industries of the association/mission/region/island dissolves and its operations cease, the possessions (goods) of that organization shall become property of the Association/Mission of the Seventh Day Adventists.

ARTICLE 15 – BY-LAWS

15.1 Each chapter of association/mission/region/island can create by-laws to satisfy its local needs and send a copy of such by-laws to the secretay-treasurer of the Chapter of the Union and the ASI of the Division.

ARTICLE 16 – AMMENDMENTS

16.1 The changes or ammendments to this constitution of the ASI Chapter can be made by means of the votes of two thirds of the members present and who vote in any of the regular business sessions or in any special business sessions, as long as the members have been informed through the notice of the special session, about the nature of the content of the changes o ammendments to be considered. No changes will be made if they contradict the concepts that appear in this consitution. Any ammendment must be made in harmony with the philosophy and concepts stated in this constitution.

